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OFFICE OF AIDS (OA)
HIV Care Services Program

Management Memorandum
Memorandum Number: 06-05

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TO: CARE SERVICES PROGRAM FISCAL AGENTS IN DIRECT
SERVICE AREAS

SUBJECT: SERVICE DELIVERY PLANS FOR FISCAL YEARS 2007-10

Summary: In 2003, the Care Services Program (CSP) established a requirement that fiscal agents in Direct Service Areas develop three-year Service Delivery Plans. It is now time for fiscal agents to update these Service Delivery Plans for the next three-year period – April 1, 2007 through March 31, 2010. Fiscal agents are solely responsible for the completion of the Service Delivery Plans. Fiscal agents are required to gather community input and consult with service providers when updating the Service Delivery Plans.

Guidelines for completing the Service Delivery Plan are available at www.dhs.ca.gov/aids/programs/care/careservices/servicedelivery.htm. The forms discussed in the guidelines are also available online as Microsoft Word documents. The new Service Delivery Plans should be mailed to your CSP Advisor by January 29, 2007.

**Why Are We
Required to
Do This?**

Service Delivery Plans provide a “road map” for the development of a system of care and a blueprint for the complex decisions that must be made about planning, developing, and delivering comprehensive HIV services in your communities.

With the current and ongoing budget difficulties, along with an ever-increasing number of clients, many difficult planning and

programmatic decisions will need to be made in the next few years to ensure the most effective and efficient use of available funds. Our hope is that the development of the Service Delivery Plans will assist in making these decisions.

Fiscal agents should use the Service Delivery Plans when developing their Requests for Proposals for the upcoming contract cycle.

**How does
Reauthorization
Impact the
Service Delivery
Plans?**

As of the writing of this memorandum, Congress has not reauthorized the Ryan White CARE Act (RWCA). Reauthorization may impact CSP significantly. However, since RWCA has not yet been reauthorized, OA is asking fiscal agents to proceed with the needs assessment and planning efforts.

When RWCA is reauthorized, OA will communicate the legislation's programmatic and fiscal changes, if any, to the fiscal agents.

**Technical
Assistance**

If you have any questions or require technical assistance, please contact your CSP Advisor.

Signed by Clarissa Poole-Sims

Clarissa Poole-Sims, Chief
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